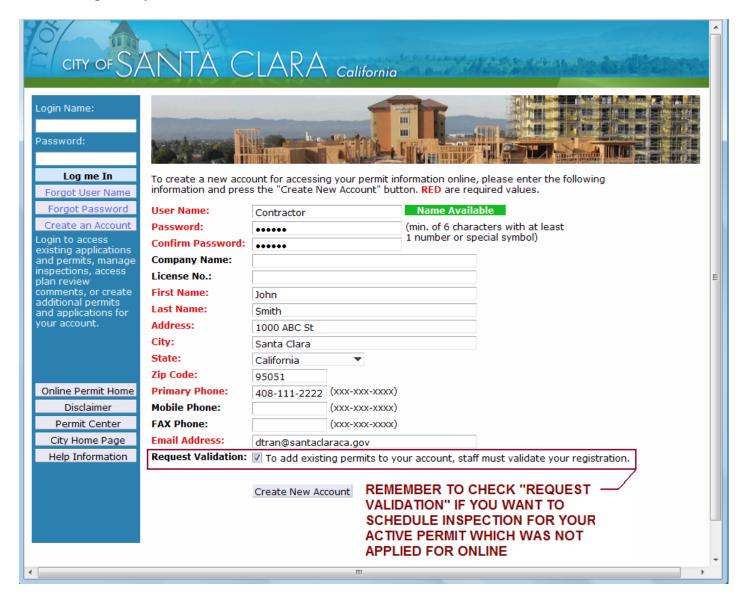
"Applying for Simple Permit Online"

The City of Santa Clara – Building Inspection Office will offer online service starting July 27, 2011. The online services at http://santaclaraca.gov/OnlinePermitandInspection consist of simple permit, complex permit and inspection scheduling.

1. Create an online account

In order to use the City online services, you first need to create an online account by clicking the "Create an Account" button located on the left side of the screen. All fields with red text are required to be filled in. It should be noted that your new password must contain minimum of six (6) characters with at least one (1) number or special symbol.



If you want to schedule inspection for an active permit which was not applied for online, you need to check "Request validation' box.

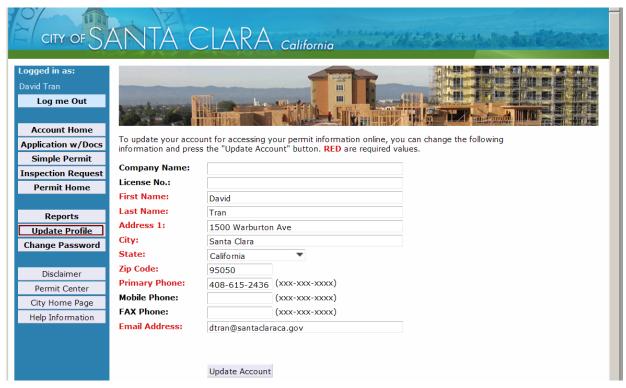
After verification of your information, the City staff will validate your registration. An email will be sent to you notifying that you can add any permit, which was not applied for online, to your account. After adding the permit to your online account, you can schedule inspections for that permit online.

In case you forgot your user name or password, please click on "Forgot User Name" or "Forgot Password" button located on the left side of the screen to acquire your user name or temporary password.





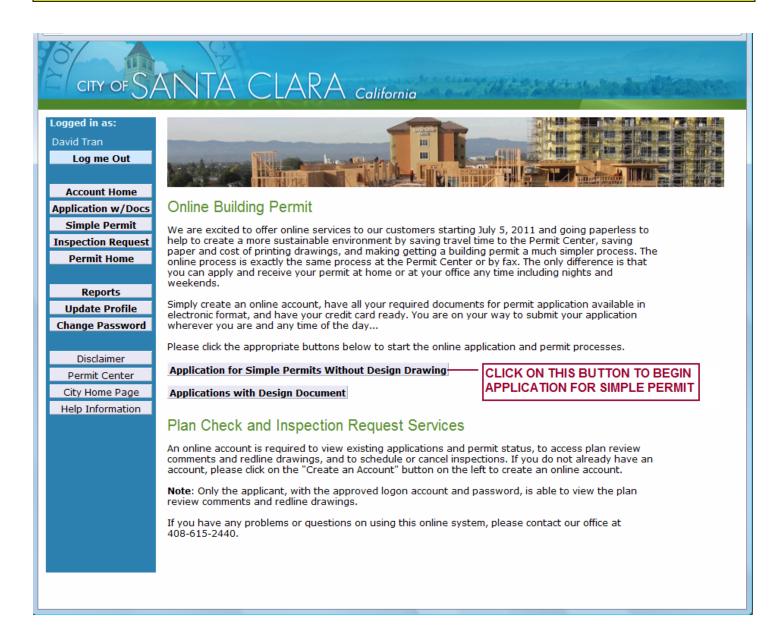
After log-in to your account you can update or modify your personal information by clicking "Update Profile" button located on the left side of the screen. You can also change your password by clicking "Change Password" button.

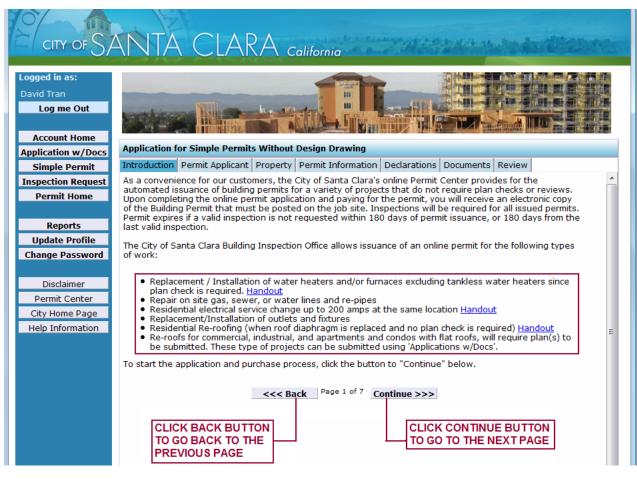


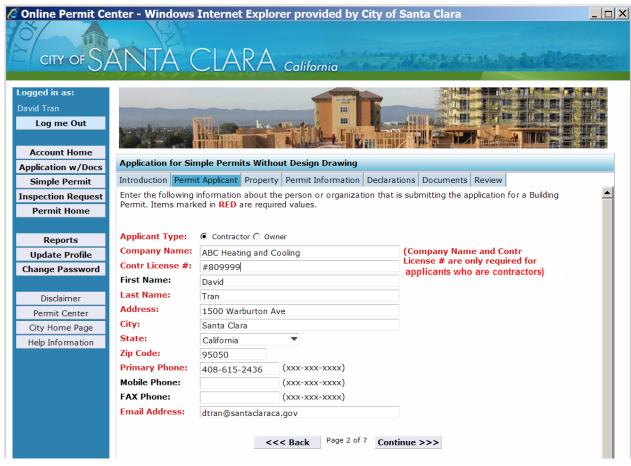
2. Apply for Simple Permit

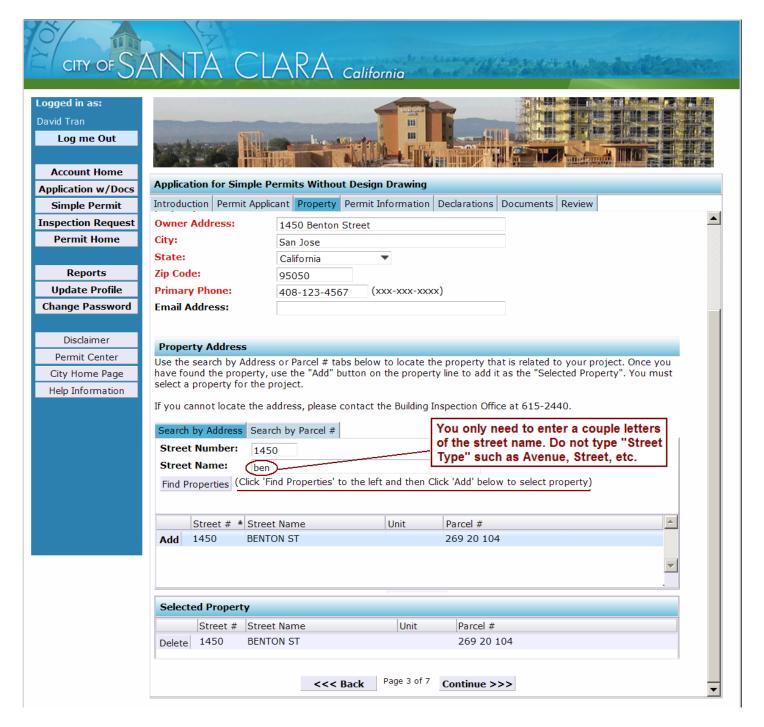
Note: Any projects that do not require plan check can be applied for online as "Simple Permit". Please click on "Application for Simple Permit Without Design Drawing" button located on the "Online Building and Inspection Request" home page for a list of types of work to be issued a permit online.

Upon completing the online permit application and paying for the permit, you will receive an electronic copy of the Building Permit that must be posted on the job site.









Note:

There may be "Special Hold" conditions on some properties or parcel because of historical significance, correction notices, expired permit, etc. The simple permit cannot be applied for online these properties. A window message will notify you to contact the Permit Center



Logged in as: David Tran Log me Out Account Home **Application for Simple Permits Without Design Drawing** Application w/Docs Introduction Permit Applicant Property Permit Information Declarations Documents Review Simple Permit Enter the following information to describe your project. Items marked in RED are required values. Inspection Request **Permit Home** Project Description: (Service Upgrade Enter the project description and Reports select either "MEP Permit" or **Update Profile** "Re-roof Permit" Change Password Please select the desired type of permit below. Note: A permit may contain Mechanical/Electrical/Plumbing items or be a Re-roof permit, not both. For Disclaimer Mechanical/Electrical/Plumbing items, select the appropriate tab to enter different item quantities. Permit Center City Home Page Mechanical/Electrical/Plumbing Permit C Re-roof Permit Help Information **Building Permit** Enter the quantity number for Electrical, Mechanical, and Plumbing components in the fields below: Electrical Items | Mechanical Items | Plumbing Items Qty # Click on appropriate tab for your project. Outlets-switches-recepticles to enter different item quantities. Lighting fixtures (first 20 / add) Example: Signs and circuits - Select "Electrical Items" for "Service Upgrade" Appliances - Select "Mechanical Items" for "New Furnace". Misc. apparatus / Power Panel It should be noted that furnace model is Temporary distribution system required. Motors - 1 H.P. - Select "Plumbing Items" for "Water Heater" Motors - 2-10 H.P. Motors - 11-50 H.P. Service - to 200A 1

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Re-roofing permit cannot be obtained online when one of the following condition occurs:

- a. Three or more layers of existing roofing to remain on a roof. Only three layers are allowed on a roof, existing layers must be removed. OR
- b. Changing from existing "Asphalt Composition Single" to new "Clay-Concrete Tile". OR
- c. Cool roof is required.

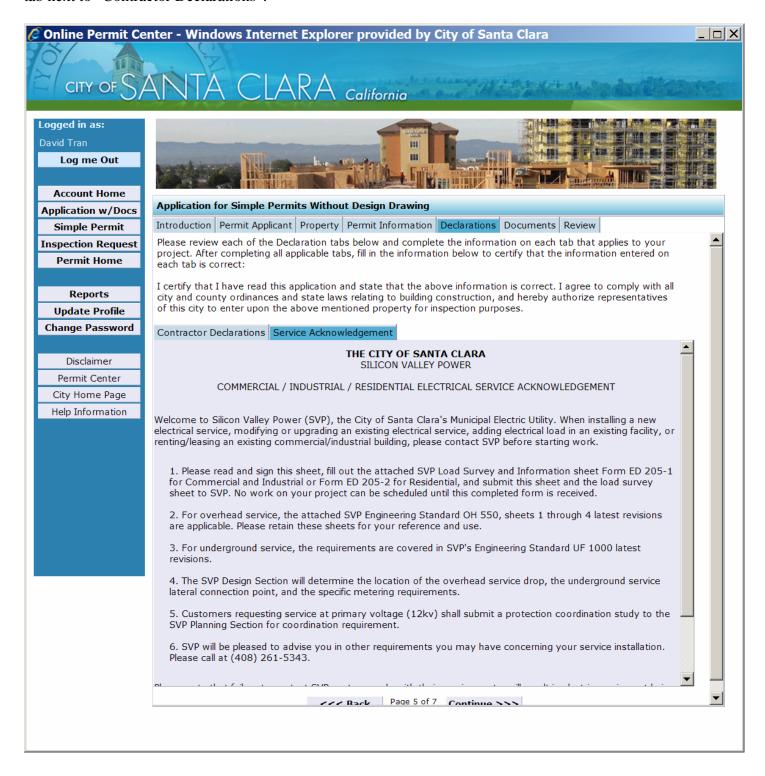


Logged in as: David Tran Log me Out **Account Home** Application for Simple Permits Without Design Drawing Application w/Docs Introduction | Permit Applicant | Property | Permit Information | Declarations | Documents | Review Simple Permit Inspection Request Please review each of the Declaration tabs below and complete the information on each tab that applies to your project. After completing all applicable tabs, fill in the information below to certify that the information entered on **Permit Home** each tab is correct: I certify that I have read this application and state that the above information is correct. I agree to comply with all Reports city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. **Update Profile Change Password** Contractor Declarations LICENSED CONTRACTORS DECLARATION Disclaimer I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of Permit Center the Business and Professions Code, and my license is in full force and effect. City Home Page LICENSE CLASS: Help Information C20 LICENSE NO .: 809999 DATE OF EXPIRATION: Jun 27, 2012 **DECLARANT NAME:** David Tran ✓ I certify that the above information is correct. CITY OF SANTA CLARA BUSINESS LICENSE INFORMATION BUSINESS LICENSE NO.: 112233 **EXPIRATION DATE:** May 31, 2012 CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE This section need not be completed if the permit is for one hundred dollars (\$ 100) or less of Value or work done. I hereby affirm, under the penalty of perjury, that in the performance of the work for which this permit is issued I shall not employ any person in any manner so as to become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those sections. **DECLARANT NAME:** NOTICE TO APPLICANT: If, after making this Certificate of Exemption, you should become subject to the <<< Back Page 5 Continue >>> **EXEMPTION FROM WORKER'S COMPENSATION** INSURANCE IS NOT ALLOWED FOR RE-ROOFING WORKER'S COMPENSATION DECLARATION I have and will maintain a Certificate of Consent to self-insure for Worker's Compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. I have and will maintain Worker's Compensation Insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. POLICY NO.: A09111111 CARRIER: ABC Compensation CONTRACTOR: David Tran ✓ I certify that the above information is correct.

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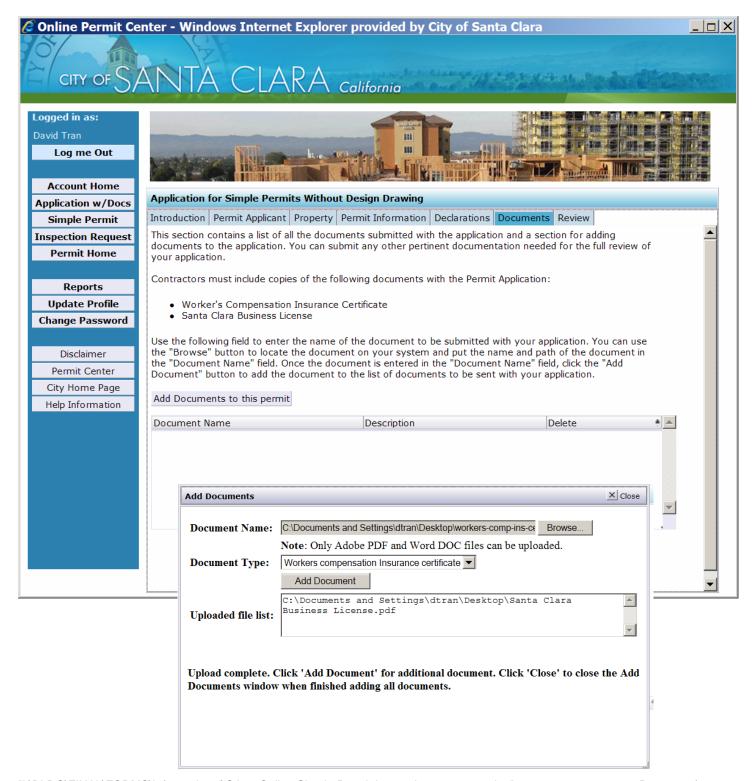
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Note: For service upgrade, the contractor is required to complete "Service Acknowledgement" on the second tab next to "Contractor Declarations".



The contractor shall submit a copy of "Santa Clara Business License" and/or "Worker's Compensation Insurance Certificate" to the online portal. It is the contractor's responsibility to provide a valid and current copy of these documents. Upon simple permit issuance online, the copy of the "Santa Clara Business License" and/or "Worker's Compensation Insurance Certificate" will be saved in the City permit tracking system (Tidemark). The permit staff will verify this information. The permit will be invalidated if the "Santa Clara Business License" or "Worker's Compensation Insurance Certificate" is expired or invalid.

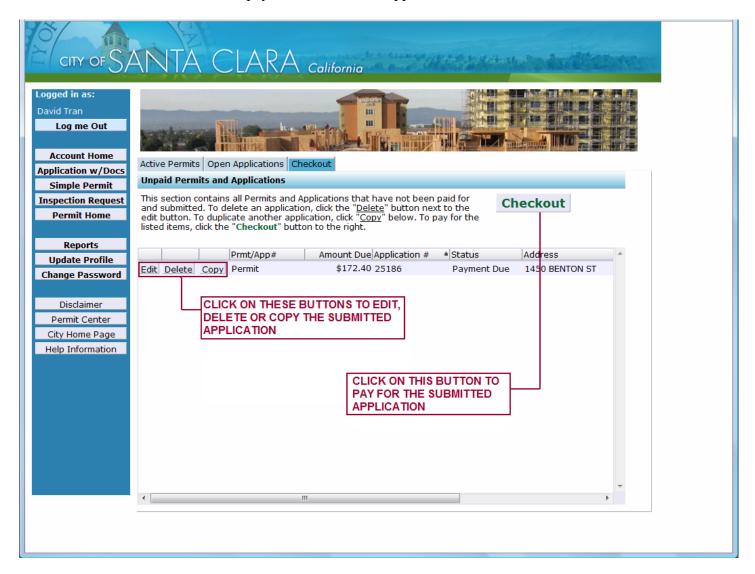
- a. Click on the "Add Documents to this permit" button. A new "Add Plan Review Documents" will be opened.
- b. Click on the "Browse" button to choose files to upload
- c. Select appropriate "Document Type"
- d. "Click Add Document" button. After document has been uploaded, you can add another document if applicable. After all required documents have been added, click the close button at the upper right corner of the "Add Plan Review Documents" screen to exit.
- e. A message window appears stating that "Your documents have been uploaded."



On the Review tab, you can review the "Contact Information", "Project Description", "Fee Summary" and "Project Property". If all information shown on the review page is correct, you can click "Save Application" button. After saving the application, it will be listed in the "Checkout" tab. **Applications that are saved without payment for more than a week will be deleted from the system.**

The following options are available at "Checkout" tab

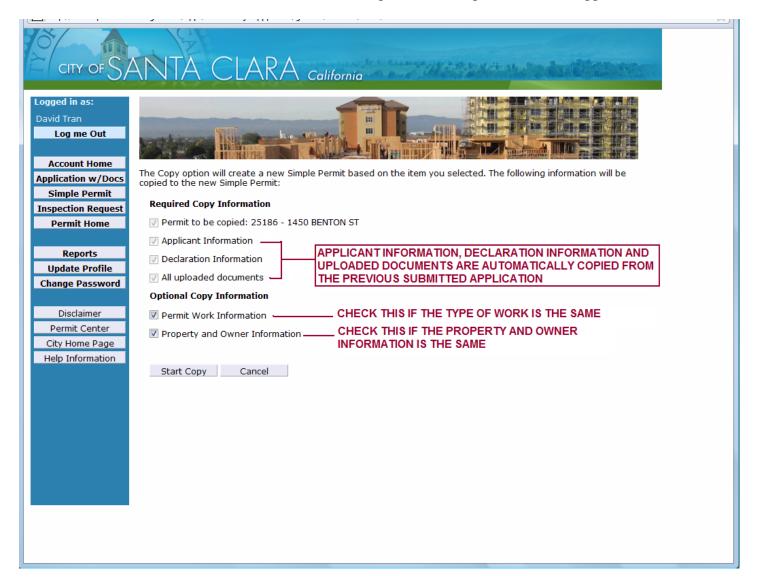
- a. Click "Edit" button to modify the submitted information prior to payment
- b. Click "Delete" button to cancel the saved application
- c. Click "Copy" button to duplicate the submitted application.
- d. Click "Checkout" button to pay for the submitted application.



3. Apply for Multiple Simple Permits

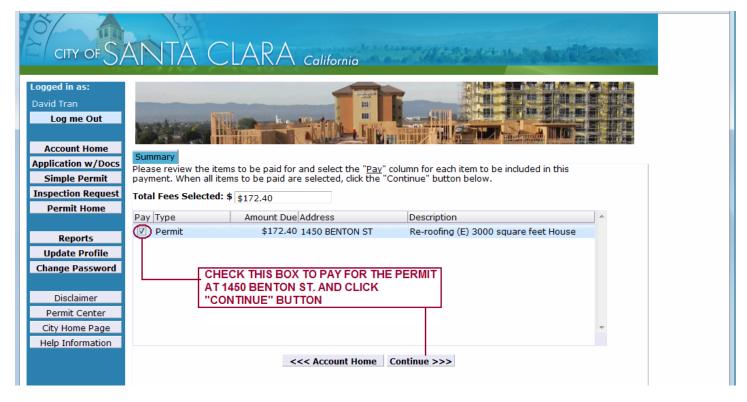
Sometimes, the contractor would like to apply for the same type of simple permit for many properties. For example, applying for new water heater for 4 units in an apartment complex. This can be done easily by using the "Copy" option at the "Checkout" tab.

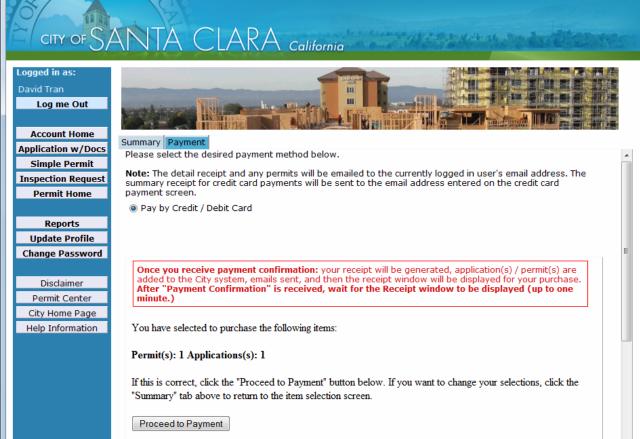
- a. First, complete simple permit application for one property.
- b. Then, click on the "Copy" button at the Checkout tab to copy the similar permit work information or owner/property information to the new permit application.
- c. Review or edit the information on each tab as required for new permit and save application



3. Checkout

- a. The permit fee of the submitted application has to be paid online by clicking the "Checkout" button.
- b. Select the items to be paid by clicking the small box in the "Pay" column and click "Continue" button.
- c. Pay by credit card is the only online payment method for simple permit. Click "Proceed to Payment" button to input your credit card information





After the payment process is complete, a copy of payment receipt and permit card will be shown online. You can print these copies or save them to your computer. Also the same copy of payment receipt and permit card will be sent to your email account.

